

**UPPER POTTS GROVE TOWNSHIP  
BOARD OF COMMISSIONERS  
July 21, 2025**

A regular meeting of the Upper Pottsgrove Township Board of Commissioners was held on Monday, July 21, 2025 at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Commissioners Trace Slinkerd, Hank Llewellyn, Cathy Paretto, Dave Waldt and Don Read present. Also present were Manager Michelle L. Reddick, Solicitor Eric Frey, Attorney Themis Galanos, Police Chief James Fisher and Township Secretary Jeannie DiSante.

**PLEDGE OF ALLEGIANCE** - Those assembled pledged allegiance to the flag.

Solicitor Frey addressed the audience concerning rules of conduct in the Public Comment portions of the meeting. Comments are welcomed from residents and taxpayers of the Township, raise your hand to be recognized, you have three (3) minutes to make your comment and will be asked to complete your comments when there are 15 seconds remaining. Be seated at the microphone facing the Commissioners, speak close to and clearly into the microphone, state your name & address and make your comment stating which agenda item you are addressing. Understand this is not a debate session and not a place for abusive language or profanity. The Attorney requested respect and restraint with no shouting out and being disruptive. You will be asked to leave if you refuse to follow the stated conduct or disrupt the meeting.

**APPROVAL OF MINUTES** – The June 16, 2025 minutes were presented for approval. A motion by D. Read, second by H. Llewellyn unanimously carries to approve the June 16, 2025 meeting minutes as printed.

**PAYMENT OF BILLS** – The July 21, 2025 bills list was presented for approval. There was a motion by D. Read, second by H. Llewellyn to approve the payment of bills list of \$232,503.04. C. Paretto pointed out the July retainer charge from Dilworth Paxton LLP for the defamation lawsuit. There was discussion between D. Read and C. Paretto. D. Read apologized to Chief Fisher and the Police Department for not getting the newspaper retraction. Roll call votes: aye D. Read, H. Llewellyn, T. Slinkerd; nay C. Paretto, D. Waldt. Motion carries 3-2.

**REPORTS**

**TOWNSHIP ADMINISTRATION/FINANCE** – Manager Reddick submitted her admin report. The June 30, 2025 financial reports includes updated entries for the CRIM (Cash Reserve Investment Management) account. There were no questions.

**CHIEF OF POLICE** – Chief J. Fisher submitted his report noting he will be working to add two officers to the Department. One current officer is leaving, moving out of state and one in the DROP program and will retire by March 2026. The Department, along with several surrounding police Departments will attempt to hold a one-day Cop Camp on August 14, 2025 at the Middle School. This camp will be open to children between the ages of 9 and 11 years of age to expose them to what police do and develop relationships. Consortium testing, with 23 Departments involved in the process along with Upper Pottsgrove, closes in two days at 4:00 PM. Anyone who is interested in law enforcement can register at [montcopolicetest.com](http://montcopolicetest.com).

**PUBLIC WORKS** – K. Snyder submitted his report. There were no questions.

**TOWNSHIP SOLICITOR** – Solicitor Frey stated in the past weeks the Township was hit with other litigation matters which were shared with all the Board members. These are not to be discussed at public meetings.

D. Read said he spoke with residents at the last meeting about concerns of stopping State Street traffic and he feels the Board should go back to looking at a cul-de-sac as a solution. He apologized he did not get this on the agenda and asked the Solicitor for an update. Solicitor Frey explained that the applicant is in the process of submitting a traffic study and have been monitoring the comments from the Commissioners meetings. They should be on the Planning Commission meeting in August and the Solicitor will relay these concerns to the members. M. Reddick noted the possibility of the township losing liquid fuels funds with a cul-de-sac project.

**TOWNSHIP ENGINEERING AND BUILDING & ZONING** – T. Slinkerd noted the standard engineering reports in the packets. M. Reddick asked the Board to review the zoning issues.

**TAX COLLECTOR** –Tax Collector Diane DeLong submitted her report. There were no questions.

### **COMMITTEE CHAIR REPORTS**

**OPEN SPACE AND RECREATION** –G. Churach submitted his report and was available for questions. There is a discussion item in New Business on the agenda. There were no questions.

**FIRE AND AMBULANCE** – D. Raudenbush submitted his reports and informed the Board their electrical upgrade project has stopped as the contractor did not show up for a month. The committee will meet to discuss where to go from here. There were no questions.

### **OLD BUSINESS**

T. Slinkerd noted the first three items are standard extension requests from the developers and he asked that they all be considered in one motion.

**DISCUSS & CONSIDER APPROVAL OF EXTENSION REQUEST FOR REVIEW OF #01-2024, 1097 STATE STREET MINOR SUBDIVISION, EXTENSION REQUEST FOR REVIEW OF #02-2024, 1097 STATE STREET LAND DEVELOPMENT, EXTENSION REQUEST FOR REVIEW OF #01-2025, MASTER VENTURES** – A motion by D. Read, second by H. Llewellyn unanimously carries to approve the three extension requests as printed. Solicitor Frey explained the developer gives the time extension to the Township and by approving it, it is documented and clear that it is accepted. The time clock is on the Township to take action within 90 days from acceptance of a plan. At this point they are not complying with the Township ordinance because it takes time to get engineer letters of comments submitted, plans revised and resubmitted and reviews from all the parties. Developers are working toward the process of compliance. If the Board denied their extension request they feel the Township did not act in good faith by not giving them enough time to get through the process.

**DISCUSS & CONSIDER AWARDED BID FOR THE 2025 ROAD PROJECTS** – K. Snyder explained he reached out to 3 or 4 companies for curbing quotes and did not yet receive a reply. H & K Group will submit a quote to tie-in with the curbing and it will be paid out of the general fund not liquid fuels funds. The Solicitor said the Board is not approving the curbing portion of the project tonight. When the other quotes come in, a future motion will be to choose from those quotes or do a change order for H & K if that is all the Township receives. A motion by D. Waldt, second by C. Paretti and unanimously carries to award the 2025 Road Projects on Old Orchard Drive and Gross Road to the H & K Group as the low bidder in the amount of \$159,963.00.

**NEW BUSINESS**

**DISCUSS & CONSIDER APPROVAL TO TRANSFER FUNDS FROM FIRE FUND TO FIRE COMPANY FOR THE PURCHASE OF THE ATV**

– M. Reddick explained the fire company has unusual expenses this year and because of that, they are asking if the Board would consider reimbursing part of the ATV they purchased. A motion by C. Paretti, second by D. Waldt unanimously carries to approve the transfer of funds from the Fire Fund to the Fire Company for the purchase of their ATV in the amount of \$23,500.00.

**DISCUSS & CONSIDER APPROVAL FOR GREEN ALLIES TO INSTALL CAMERAS AT THE ALTHOUSE ARBORETUM**

– M. Reddick explained an intern from Ursinus College is working with the Arboretum and she made a request to install cameras using one set to monitor passing wildlife, positioned off the trails in less frequented areas of the property and a second set to count the number of people using the trails. This was reviewed by the OS&R Board and they agree based on conditions by the Solicitor. There needs to be signs announcing the recordings, no audio recordings and Green Allies submits a report when the project is completed. A motion by H. Llewellyn, second by D. Waldt unanimously carries to approve the installation of cameras at the Althouse Arboretum subject to the conditions as stated in the OS&R submitted memorandum.

**DISCUSS & CONSIDER APPROVAL OF ADDITIONAL ENGINEERING COSTS FOR THE NPDES PERMIT FOR HOLLENBACH PARK**

– G. Churach explained the OS&R Board was denied the \$250,000.00 grant application from Montco 2040. It was for Phase 2, the pavilion and new parking area. Phase 1 is fully funded by grants of over \$525,000.00. With the special project coordinator it was decided to include the Disc Golf Course permitting which makes the application stronger. This will cost \$10,300.00 for consultants to make the necessary changes to the NPDES permit. This is monies the Township would have to pay in the future for engineering work anyway. The OS&R Board is asking for approval for additional funds to get this out for bid the next round. A motion by D. Read, second by C. Paretti unanimously carries to approve \$10,300.00 of additional engineering funds for the NPDES permit for Hollenbach Park.

**DISCUSS & CONSIDER APPROVAL OF SPECIAL COUNSEL FOR NEW LITIGATION MATTER**

– Solicitor Frey explained that one of the new litigation matters is an injunction to stop the building of the new municipal complex at 2290 Gilbertsville Road. It mimics the injunction filed for the Smola property in which the Board had Special Counsel handling that case. One reason to hire the same counsel is they are already up to speed and two, the Solicitor's office can potentially be called as a witness in this matter. And so it is recommended the township hire the same counsel for this new litigation as well. Costs and time were briefly discussed. A motion by D. Read, second by H. Llewellyn to hired Bellwoar and Kelly Attorneys as Special Counsel for the new litigation matter. After arguments among Commissioners and discussion concerning there being possible room to resolve this between the parties, the motion carries 4-1. Aye votes: T. Slinkerd, D. Read, H. Llewellyn, D. Waldt. Nay vote: C. Paretti.

**PUBLIC COMMENTS ON AGENDA ITEMS** – There were no comments.

**OTHER PUBLIC COMMENTS** – There were no comments.

**COMMISSIONER COMMENTS**

C. Parette commented she is not against the new building, she is frustrated with the whole process.

D. Read commented this is a wonderful community and great things are happening to be thankful about. However, the social media threats need to stop and the person posting anonymously has been identified.

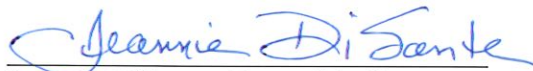
T. Slinkerd commented that the intent of the Gilbertsville purchase was first, to protect against over development and second, to have a back-up site for the municipal building site if needed—the same options the Township discussed at the time of purchased. The current Evans Rd site has been in a long legal battle and is at the appellate level now and, the Township’s employees need a safe place to work. So, the Township made the decision to move forward with the Gilbertsville option in November of 2024.

The Township has over 300+ acres of property. The judge in the Common Pleas case cited comingling of funds as a reason of not being able to determine status, and this comingling of funds occurred long before any current member was on the Board. The appellate case is important; the line must be drawn on what the Open Space Act actually says. As for the Gilbertsville option, the adjusting entries the Township did were reviewed by our solicitor and auditors with no issues.

As a reminder, the open space fund owes the general fund over \$700k. When the general fund paid off the open space fund debt, the Township save around \$250k in interest payments. The Township has retired all debt, has rescued the pension funds, and has received outstanding bids on the municipal complex. The Township has signed the contracts is ready to build.

**ADJOURNMENT** – The meeting was adjourned at 7:45 PM.

Respectfully submitted,



Jeannie DiSante, Township Secretary